

CITY OF CABOT, ARKANSAS
HOW TO AQUIRE A COMMERCIAL BUILDING PERMIT

How to Acquire a Commercial building Permit

General Information

- Applications may be obtained at the Permits and Inspections Office located 114 South First Street Cabot, Arkansas
- Applications may be submitted any time the office is open
- A copy of the site plan signed by the Chairman of the Planning Commission.
- Permits are normally issued in 5 to 10 business days.
- Subcontractors must obtain permits for electrical work, plumbing, mechanical work and gas piping.

All construction must comply with the following codes:

- ICC- (International Code Council 2003)
- Arkansas Plumbing Code
- Arkansas Mechanical
- N.E.C. (National Electrical Code 2002)

The following items are required on the job-site at the item of the first inspection. If these items are not present, you will be turned down on the inspection and charged a \$35.00 re-inspection fee.

- A 4x 4 sign secured to in the ground at least 16” with the Address (Lot# and Street), Building Permit # , Builders Name, Address, Phone # and License # , Plumbers Name, Phone #, and License #, Electricians Name, Phone #, and License #, HVAC Name, Phone # and License #

*** See Diagram Below ***

Address (Lot and Street) Building Permit #	
Builder's Name Address Phone # Lic # (3" tall)	Plumber's Name Phone # Lic #
Electrician's Name Phone # Lic #	HVAC Name Phone # Lic #

The Following Items On Scale Drawing Are Required:

- Two Complete Sets of Plans to include the Following:
 1. A Floor Plan
 2. Elevations of all sides.
 3. Plumbing riser diagram.
 4. Typical wall sections.
 5. Foundation plan and or details.
 6. Framing
 7. Electrical riser diagram
- If the building has plumbing, a letter of approval from the state Health Department is required prior to issuance of a permit
- If fill has been brought onto lot a compactions test is required prior to the issuance of a permit.
- If the building will cost more that \$20,000.00 to construct and is not a not a multi-family, a state contractor's license number must be given.
- Drawings must be stamped by Arkansas Architect or Engineer as applicoable
- Handicapped details.
- All buildings must meet the applicable fire requirements in the Arkansas Fire Code.

COSTS

- Commercial Building Permits costs are calculated on the total square footage.
- Mechanical Permits cost \$.03 per square foot (heated and cooled)
- Plumbing Permits cost \$.03 per square foot (heated and cooled) + \$20.00 gas inspection.
- Electrical Permits costs \$.03 per total square foot.
- Wastewater impact fees are collected at the time the permit is issued. The balance of the impact fees is due prior to issuance of certificate of deposit.

INSPECTIONS

******SAME DAY INSPECTIONS******

- Footing
- Rough-in Plumbing
- Slab
- Meter Loop
- Yard Lines (Sewer & Water)
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******NEXT DAY INSPECTIONS******

- Rough-in Electric, Rough-in HVAC, Top Out/Gas, and Framing (**MUST BE CALLED IN BY BUILDER AS ONE INSPECTION**)
- Meter Loop
- Final Electric, Plumbing, HVAC and Certificate of Occupancy

ADDITIONAL NOTES

- To avoid a \$35.00 re-inspection fee, be sure you are ready for your inspections.
- The remaining balances of your Impact Fees are due prior to your Final Inspections.
- A Certificate of Occupancy must be issued before any dwelling is occupied. If a Certificate of Occupancy is not obtained you will be subject to a penalty.
- A current copy of your Contractors License and Business License is required.